**Directions for Column and Table Article**

1. Insert Header with Name and Computer Applications
2. Change the **Style**  to **No Spacing**
3. Change the Page Layout to **Landscape**
4. Change the Margins to **.75”** for each side of the document
5. Change the font in the entire article to **Black** and No **Underlines**.
6. Change the font size of **just** the article to size 11. Text to Times New Roman.
7. Color the title **Blue** and **Bold**.
8. Add a **Border** underneath the *title Only.*
   1. The border should be 2 ¼ width and blue
9. Insert 3 Columns for **just** the Article, **excluding the Title and the Author.**
   1. The Column Spacing is **.15”**
10. **Justify** the Text in the Article.
11. Change the **Paragraph Spacing** in the article to:
    1. 5 pt – Before
    2. 5 pt - After
12. Insert an image of **Mark Zuckerberg.**
    1. The image should be **Cropped** to just be a headshot.
    2. The headshot should be 1” inch wide
    3. The image needs to be placed at the very beginning of the article
    4. Tight **Text Wrapping**
13. Insert an image of the Facebook logo at the Top Center of the first page.
    1. The image needs to be 3.07” wide
    2. Tight **Text Wrapping**
14. Insert an image of **Mark Zuckerberg, Oprah Winfrey, Gov. Chris Christie, and Newark Mayor Corey Booker.**
    1. The image needs to be 6 inches wide
    2. The image needs to be placed in the **lower left corner of the 2nd Page**
    3. The image style needs to be **Soft Edge Rectangle**
    4. Tight **Text Wrapping**
15. Insert a Table in the Third Column of the Second page at the very bottom of the column.
    1. The Table Style is **Medium Shading 1 – Accent 1**- Blue
    2. The Table will have 2 Columns and 5 Rows
    3. The First and Last Rows need to be **Merged**
    4. The Alignment needs to be **Align Center** in the Top Merged Cell.
    5. Change the Middle 3 Cells to a cell height of .3” and **Aligned Centered Left**
    6. Change the Bottom Cell to **Align Center**
16. **Insert the Following information into the Table and Bold**
    1. **Top Cell –** MarkZuckerberg Profile – White Font – Size 18 - Center
    2. **Second Row –** Age - **Find his age** – Black Font - Size 12 – Right Center
    3. **Third Row –** CurrentResidence – **Insert his** **Current Residence** – Size 12– Right Center
    4. **Fourth Row** – Net Worth **– Insert His Current Net Worth** – Size 12– Right Center
    5. **Fifth Row** – **Write a one sentence summary about the article** – Size 12 – Center
17. Using a **Text Box,** Label the 4 people in the Picture. Use the website you retrieved it from as a resource for the names.
    1. Label it: **From Left to Right: Names**
    2. The Text Box fill should be White and the Font Black.
    3. Cover the bottom portion of the picture.
    4. No Border
18. Insert the following **Hyperlinks** into the document (***Be sure to hide the link using a keyword)***. Make sure the hyperlink takes the reader to a place that will enhance the reader’s knowledge of that topic.
    1. **Mark Zuckerberg**
    2. **Facebook**
    3. **Newark, New Jersey**
19. Insert a **Pie Chart** that effectively describes the following passage from the article and place it **logically** in the document and fit it into the column.
    1. “The $100 million for Newark is the initial gift to start a foundation for education financed by Mr. Zuckerberg. This would be by far the largest publicly known gift by Mr. Zuckerberg, whose fortune Forbes magazine estimated last year at $2 billion”
20. At the end of the article you need to include the following:
    1. Formatted by **Your Name**
    2. **Pictures Retrieved From: Please include the website links that you got the pictures from. Use mine as the example.**
21. Check the top of each column to make sure they are aligned
22. Insert a **Header** with Your Name on the Left and Page Numbers on the Right
23. Save and then Email Mr. Combs